



EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- **STOP** the candidates from writing;
- **COLLECT THE ATTENDANCE REGISTER** (in order to ensure all candidates are present) and evacuate the examination room in line with the Centre Fire Orders;
- **ADVISE CANDIDATES** to leave all question papers and scripts in the examination room. Candidates must be advised to CLOSE their answer booklet;
- **ENSURE** the candidates leave the room in silence;
- **ENSURE CANDIDATES ARE SUPERVISED** as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- **MAKE A NOTE** of the time of the interruption and how long it lasted;
- **ALLOW THE CANDIDATES** the remainder of the working time set for the examination once it resumes;
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;
- **MAKE A FULL REPORT** of the incident and of the action taken and send to the Examinations Officer: letitia@tuition-extra.co.uk. The Examinations Officer will determine whether notification to the relevant awarding body is required.